

## **BYLAWS**

### **Norma Rose Point School Parent Advisory Council**

Approved \_\_\_\_\_

#### **Section I – MEMBERSHIP**

##### **Voting members**

- 1.1 All parents and guardians of students registered in Norma Rose Point School are voting members of the Council.

##### **Non-voting members**

1.2 Administrators and staff (teaching and non-teaching) of Norma Rose Point School may be invited to become non-voting members of the Council.

1.3 At no time will the Council have more non-voting than voting members.

##### **Compliance with bylaws**

1.4 Every member will uphold the constitution and comply with these bylaws.

#### **Section II –MEETINGS OF MEMBERS**

##### **General meetings**

2.1 General meetings will be conducted with fairness to all members.

2.2 General meetings will be held not less than four times during the school year. One of those meetings will be the annual general meeting.

2.3 General meetings will be held at the discretion of the Executive, or upon the receipt of a petition representing twenty-five per cent (25%) of the voting members

### **Conduct**

2.4 At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.

2.5 The Council will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

2.6 Once the minutes of a council meeting are typed, a "Draft" copy may be emailed to the Executive members of Council. Once they respond with their ok that the information contained is correct, then those "Draft" minutes may be emailed out to parents. At the next Council meeting the "Draft" minutes will be Approved. Once approved, the Council Executive may post the "Final Approved Minutes" on the Norma Rose Point school website for general viewing".

2.7 If procedural problems should arise, Robert's Rules of Order will be used.

### **Notice of meetings**

2.8 Members will be given reasonable notice of general meetings meaning no less than two (2) days before the meetings are to take place.

2.9 Minutes of each General Meeting as well as the Annual General Meeting, shall be made available to any member of the Council if requested.

### **Section III – PROCEEDINGS AT GENERAL MEETINGS**

#### **Quorum**

3.1 A quorum for general meetings will be four (4) voting members.

3.2 If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

#### **Voting**

3.3 Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).

3.4 In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

3.5 Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two voting members present, by secret ballot.

3.6 Following every election which uses ballots, a vote will be taken to destroy the ballots.

## **Section IV – EXECUTIVE**

### **Role of executive**

4.1 The executive will manage the Council's affairs between general meetings.

### **Executive defined**

4.2 The executive will include the Chair (may be one or two chairs who jointly chair), at least one (1) Co-Chair, Secretary, Treasurer, Immediate Past Chair, and such other members of the Council as the membership decides (such as a fundraising coordinator, volunteer coordinator, representatives of the different subcommittees, DPAC-representative and SPC-representative)

4.3 If the immediate past chair is unable to continue in the executive position of Past Chair for any reason the Norma Rose Point PAC executive may appoint any other previous member of the executive to that position.

### **Eligibility**

4.4 Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District No. 39 or the Ministry of Education.

### **Election of executive**

4.5 The executive will be elected at each annual general meeting.

4.6 Elections will be conducted by the Chair of the Nominations Committee.

4.7 A list of Executive nominees shall be sent out with the Notice of Annual General Meeting as well as posted within easy sight at the Annual General Meeting for all voting members of Council to see.

4.8 Names for nomination may be submitted to the Secretary up until the Annual General Meeting starts.

4.9 Any Unfilled Executive Positions (as defined above in Section 4.2) shall be filled no more than sixty (60) days after the Annual General Meeting.

### **Term of office**

4.10 The executive will hold office for a term of one year beginning immediately following the election at the Annual General Meeting.

4.11 No person may hold the same executive position for more than four (4) years.

### **Vacancy**

4.12 If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible member of the Council to fill the vacancy until the next annual general meeting.

### **Removal of executive**

4.13 The members may, by a majority of not less than 75% of the votes cast (This may be by show of hands), remove an Executive member before the expiration of his or her term of office, and may elect an Eligible member to complete the term.

4.14 Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than fourteen (14) days before the meeting.

### **Remuneration of Executive**

4.15 No Executive member may be remunerated for serving on the Executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Council's affairs.

## **Section V – EXECUTIVE MEETINGS**

### **Meetings**

5.1 Executive meetings will be held at the call of the Chair. *At least one meeting will be held before each general meeting.*

### **Quorum**

5.2 A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.

### **Notice**

5.3 Executive members will be given at least seven (7) days notice of executive meetings except if a Special Emergency Meeting is called in which case three (3) days notice will suffice.

## **Voting**

5.4 All matters requiring a vote at executive meetings will be decided by a simple majority vote (50% plus 1).

5.5 In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

## **Section VI – CONDUCT OF EXECUTIVE AND REPRESENTATIVES**

### **Code of ethics**

6.1 On election or appointment, every executive member and representative must agree to abide by a code of ethics acceptable to the membership.

### **Representing the Council**

6.2 Every executive member and representative must act solely in the interests of the parent membership of the Council.

### **Privilege**

6.3 Any information received in confidence by an Executive member or representative from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without permission of the person giving the information.

### **Disclosure of interest**

6.4 An Executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with

the Council must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.

6.5 Such an Executive members or representative must avoid using his or her position on the Council for personal gain.

## **Section VII – DUTIES OF EXECUTIVE AND REPRESENTATIVES**

### **A. The Chair (s) will**

- (a) speak on behalf of the Council
- (b) consult with Council members
- (c) preside at membership, executive, and special meetings
- (d) ensure that an agenda is prepared
- (e) appoint committees where authorized by the membership or executive
- (f) ensure that the Council is represented in school and district activities
- (g) ensure that Council activities are aimed at achieving the purposes set out in the constitution
- (h) be a signing officer
- (i) will submit an annual report at the Annual General Meeting;



(j) may attend DPAC meetings or appoint another Executive member to do so, and report back to PAC on DPAC meeting and seek input from the Norma Rose Point PAC.

**B. The Co-Chair(s) will**

- (a) support the Chair
- (b) assume the duties of the Chair in the Chair's absence or upon request
- (c) assist the Chair in the performance of his or her duties
- (d) accept extra duties as required
- (e) be a signing officer
- (f) may submit an annual report at the Annual General Meeting

**C. The Secretary will**

- (a) ensure that members are notified of meetings
- (b) record and file minutes of all meetings
- (c) keep an accurate copy of the constitution and bylaws, and make copies available to members upon request, and if and when changes are made they shall be done so in red and the copy amended shall be dated and initialled
- (d) prepare and maintain other documentation as requested by the membership or Executive
- (e) issue and receive correspondence on behalf of the Council
- (f) ensure safekeeping of all records of the Council

(g) may be a signing officer

(h) may submit an annual report at the Annual General Meeting

**D. The Treasurer will**

(a) be a signing officer

(b) ensure all funds of the Council are properly accounted for

(c) disburse funds as authorized by the membership or executive

(d) ensure that proper financial records and books of account are maintained

(e) report on all receipts and disbursements at general and executive meetings

(f) make financial records and books of account available to members upon request

(g) have the financial records and books of account ready for inspection or audit annually

(h) with the assistance of the executive, draft an annual budget

(i) ensure that another signing officer has access to the financial records and books of account in the treasurer's absence

(j) submit an annual financial statement at the Annual General Meeting.

**F. Members-at-Large (Directors) will**

(a) serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires. A factsheet

of the duties and responsibilities of the to-be-appointed positions in any given year will be made available to the parents prior to the AGM.

**G. The immediate Past Chair will**

- (a) advise and support the membership and Executive
- (b) provide information about resources, contacts, and other matters

**Section VIII – COMMITTEES**

8.1 The membership and executive may appoint committees to further the Council’s purposes and carry on its affairs.

8.2 The terms of reference of each committee will be specified by the membership or Executive at the time the committee is established, or by the committee at its first meeting, as the membership or executive decide.

8.3 Committees will report to the membership and executive as required.

8.4 A Nominating Committee will be appointed annually before the annual general meeting.

**Section IX – FINANCIAL MATTERS**

**Financial year**

9.1 The financial year of the Council will be September to June 30<sup>th</sup> the following year.

**Power to raise money**

9.2 The Council may raise and spend money to further its purposes.

**Bank accounts**

9.3 All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registered under the Bank Act.

**Signing authority**

9.4 The executive will name at least three signing officers for banking and legal documents.

Two signatures will be required on all of these documents.

**Annual budget**

9.5 The executive will prepare a budget and present it to the membership for approval before the current budget expires.

**Non-budgeted expenditures**

9.6 The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.

**Treasurer's report**

9.7 A Treasurer's report will be presented at each general meeting including the Annual General Meeting.

### **Auditor**

8. Members at a general meeting may appoint an auditor.

## **Section X – CONSTITUTION AND BYLAW AMENDMENTS**

10.1 The members may move to amend the Council's constitution and bylaws at a general meeting.

10.2 Written notice specifying the proposed amendments must be given to the members not less than fourteen (14) days before the next general meeting.

10.3 Proposed amendments will be posted at the school for review by PAC members and emailed out to parents.

10.4 The proposed amendments will be voted on at the next general meeting.

## **Section XI – PROPERTY OF DOCUMENTS**

All documents, records, minutes, correspondence, or other papers kept by a member, Executive member, representative, or committee member in connection with the Council shall be deemed to be property of the Council and shall be turned over to the Chair when the member, Executive member, representative,

or committee member ceases to perform the task to which the papers relate.

## **Section XII – DISSOLUTION**

12.1 In the event of winding up or dissolution of the Council, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No. 39 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.

12.2 In the event of winding up or dissolution, all records of the Council shall be given to the principal of Norma Rose Point School (the Secretary-Treasurer of School District No. 39).

**Adopted by Norma Rose Point School Parent Advisory Council at Vancouver British Columbia, on \_\_\_\_\_**

**Signatures of Chair:** \_\_\_\_\_

**and one other Executive member:** \_\_\_\_\_

## **CODE OF ETHICS**

A parent who accepts a position as a Council Executive member, Committee member, or representative:

1. upholds the constitution and bylaws, policies, and procedures of the electing body
2. performs his or her duties with honesty and integrity and in the interests of the Council
3. works to ensure that the well-being of students is the primary focus of all decisions
4. respects the rights of all individuals
5. takes direction from the membership and executive
6. encourages and supports parents and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward
7. works to ensure that issues are resolved through due process
8. strives to be informed and only passes on information that is reliable
9. respects all confidential information
10. supports public education

### **Statement of Understanding**

I, the undersigned, in accepting the position of

\_\_\_\_\_

of \_\_\_\_\_ (Norma Rose Point Parent Advisory Council) have read, understood, and agreed to abide by this Code of Ethics. I also agree to participate in the dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.

Name of Executive Member, Committee Member, or Representative

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ Phone number \_\_\_\_\_